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## 2003 US EPA AND MA DEP TRI FORM R AND TURA REPORTING TRAINING

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The U. S. Environmental Protection Agency (EPA) and the Massachusetts Department of Environmental Protection (DEP) are pleased to announce training sessions on 2003 Toxics Release Inventory (TRI) and Toxic Use Reduction Act (TURA) reporting and 2004 TURA Planning. Below is information on session dates and locations, the session agenda, and new and improved TURA electronic reporting.

### Training Dates and Locations

- ✓ **Wednesday, April 28<sup>th</sup> – Wannalancit Building, University of Massachusetts at Lowell**  
(*Thank you to the UMass Research Foundation for use of the room.*)  
Directions <http://www.uml.edu/research/directions.html>
- ✓ **Tuesday, May 4<sup>th</sup> – Worcester DEP Office**  
Directions <http://www.mass.gov/dep/cero/cerohome.htm>
- ✓ **Tuesday, May 11<sup>th</sup> - Springfield DEP Office, Room B-42 (basement)**  
Directions <http://www.mass.gov/dep/wero/direct.htm>
- ✓ **Tuesday, May 18<sup>th</sup> - Bridgewater Community College, East Campus Conference Room**  
Directions <http://www.bridgew.edu/Directions.cfm>

### Agenda

- 8:00am Registration
- 9:00 TRI Reporting
  - TRI 2003
  - TRI-ME (automated reporting software)
  - Submissions and Revisions
  - PBT reporting, common errors
- 10:45 Break
- 11:15 TURA Reporting and Planning Overview
- 11:40 eDEP/TURA Sign-up, Reporting and Planning – **100% of TURA Forms can be filed online.**
- 12:30pm Lunch on your own
- 1:30 OTA Assistance Available
  - Assistance with developing and updating plans, electronic reporting clinics, and assistance with completing reports.
  - Highlight specific planning Issues or FAQs
- 2:00-4 Additional demo of the eDEP/TURA system [hands on/optional]. Complete registration for eDEP/TURA

*Note: DEP will grant 6 TUR Planner Credit Hours to attendees for these sessions.*



### **How to register for the training sessions**

Please provide your name, company, address and phone number to Robin Pendergraph via email at [pendergraph.robin@epa.gov](mailto:pendergraph.robin@epa.gov) or by calling 617-918-1806, or by fax 617-918-0806

### **For More Information**

#### **TRI Information – Region 1 EPA TRI Coordinator**

Dwight Peavey, phone 617-918-1829, fax 617-918-0829, email [peavey.dwight@epa.gov](mailto:peavey.dwight@epa.gov)

#### **TRI Reporting Package and TRI-ME 2002 Software**

Available at [www.epa.gov/tri](http://www.epa.gov/tri)

**TURA Reporting Forms and Instructions, Plan Forms and Plan Update Guidance are available at**

**<http://www.mass.gov/dep/bwp/dhm/tura/>**

For hard copies, please contact Paul Walsh at [Paul.H.Walsh@state.ma.us](mailto:Paul.H.Walsh@state.ma.us) or by calling 617-556-1011.



## NEW! IMPROVED! EASY ONLINE TURA FILING

Submitting Department of Environmental Protection (DEP) Toxics Use Reports as required by the Toxics Use Reduction Act (TURA) is now easier than ever. As part of the Massachusetts eGovernment initiative, DEP is now accepting ENTIRE Toxics Use Reports, including the new state-only Form R and Plan Summary forms, online.

### Advantages

- ✓ Save on postage and transportation by filing online rather than through the mail or over the counter.
- ✓ Many data fields will fill themselves in or pre-populate based on prior years' submittals.
- ✓ The system will complete the Fee Worksheet automatically.
- ✓ Avoid improperly completed forms and increase compliance.

Which forms can be submitted via eDEP? - ALL TURA Forms

<b>Form</b>	<b>2003 <i>IMPROVED</i> eDEP Electronic Filing</b>	<b>Paper</b>	<b>Diskette</b>
<b>Toxics Use Report</b> (including billing information, cover sheet, Form S, and fee form)	Yes	Yes	No
<b>Form R – Federally required for TRI facilities</b>	Yes	Yes	Yes
<b>Form R – State-only</b> (for state-only chemicals and SIC Codes))	Yes	Yes	No
<b>Plan Summary</b> (including exception, summary, and certification forms)	Yes	Yes	No



### Easy to Set up (improved this year)

1. **Register** online with eDEP <https://edep.dep.mass.gov/DEPHome.aspx> to set up an account. It takes about 15 minutes to sign up online. **Planners** also need to register online if they wish to certify plan summaries submitted electronically. For proof of identity planners need to submit a signature form including their TUR Planner ID#. **Contact** DEP-TURA at 617-556-1011 if you need to obtain identification information for your facility. The following information is required to register for TURA electronic filing (DEP Facility ID#, Tax ID# (FEIN/TIN), TRI#, and for Planners their Planner ID#).
2. **Fill out the agreement** online, print, sign and **mail** it back to DEP to activate the account.
3. Within 48 hours of receipt at DEP, you can then log in at <https://edep.dep.mass.gov/DEPHome.aspx> and begin completing TURA forms. (Forms are saved online as you enter the information so that you do not have to complete the entire entry in one sitting).

### Requirements

- ✓ You need a registered Massachusetts eDEP account (see above for instructions), a computer, and a connection to the Internet.
- ✓ You must use Microsoft Internet Explorer® 5.0 or higher or Netscape Navigator® 7.0, Adobe Acrobat Reader Versions 5.0 through 5.01 or 6.0.1 - please note that Adobe Acrobat Reader 6.0 will not work with eDEP. All may be downloaded for free.

### Need additional information?

**Contact Walter Hope at DEP (617-292-5982 Tuesday – Friday) or**  
[Walter.Hope@state.ma.us](mailto:Walter.Hope@state.ma.us)